

General Information

All the data on these forms is aggregate data that cannot be calculated or derived from the individual student records. The data required on these forms will vary for each of the collection periods.

Fall Miscellaneous

■ Unadjusted March 31 K-12 ADM Count

This data will be populated from the Division's March 31 Unadjusted K-12 ADM Count from the previous school year. It can not be entered or changed by the Division.

Actual on March 31, 2007	
Unadjusted K-12 ADM Count	2,921

■ March 31 K-12 ADM Projections

Required: Fall **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the K-12 ADM Projections for the division. When the beginning school year is an odd number, 3 years of projections are required. When the beginning school year is an even number, 2 years of projections are required. This projection should be *Unadjusted*.

Projections for March 31	
Unadjusted K-12 ADM Count	
2007-2008	<input type="text" value="2920"/>
2008-2009	<input type="text" value="2920"/>
2009-2010	<input type="text" value="2920"/>
<input type="button" value="Save"/>	
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■ Number of Children Receiving Home Instruction

Required: Fall **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the number of home-schooled students that reside within the school division. Aggregate totals are required for Elementary, Middle and High School Levels. Include all home-schooled students, not just those who attend the local school division on a part-time basis.

■ Number of Religious Exemptions

Required: Fall **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the number of religious exemption students that reside within the school division. Aggregate totals are required for Elementary, Middle and High School Levels.

Miscellaneous Counts		
	Number of Children Receiving Home Instruction Count	Number of Religious Exemptions Count
Kindergarten through Fifth Grade ▾	0	0
Grades Six through Eight ▾	0	0
Grades Nine through Twelve ▾	0	0
Other ▾	0	0
	Edit	Edit

■ Grades 6 –12 English Enrollment

Required: Fall **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the number of students in grades 6 – 12 enrolled in applicable English classes in the division. This is a duplicate enrollment count. Therefore, a student is counted once for each qualifying English class in which he/she is enrolled.

Membership in English Courses	
	Membership in Applicable English Courses, Grades 6-12 Count
(duplicate count if the student is enrolled in more than one of the applicable English Courses)	0
	Edit

A list of qualifying classes is available under Codes and Definitions on the Student Record Collection website at this link:

http://www.doe.virginia.gov/VDOE/Publications/student-coll/new_data_definitions.html#english

■ Head Start Enrollment

Required: Fall **Format:** numeric **Level:** Division

Enter the number of Head Start students being served by your division for each Division that is responsible for student's education. For example, Goochland County sends 15 students to a Head Start program in Richmond City. Richmond City first selects "Richmond City Pblc Schs" from a dropdown list and enters the number of Head Start students for which they are responsible AND serve. Next they select "Goochland County Pblc Schs" from the dropdown list and enter 15 (the number they serve from Goochland). Richmond City will continue selecting LEAs and entering the number of students for which they provide Head Start services.

Head Start	
Responsible Division	Number of Children Served Add
<input type="text" value="Select Responsible Division"/>	<input type="text"/> Save Cancel

K - 3 Miscellaneous

Please refer to the specific instructions provided by the Budget Office through the SSWS application.

Spring Division Level Miscellaneous

■ Report of March 31 Average Daily Membership (ADM) Kindergarten Adjustment

Required: Spring **Format:** numeric **Maximum Length:** 12 **Level:** Division

Only licensed teachers (regardless of fund source) can be included as instructional kindergarten positions for purposes of calculating Adjusted ADM. In addition, school divisions may only include resource teachers on an FTE basis using the percentage of time spent with kindergarten students. School divisions may not include teacher

aides. Guidance Counselors and Librarians may not be counted as resource teachers. Resource teachers which may be counted include art, music, physical education, technology, remedial, gifted, math, reading, special education, and ESL resource teachers.

Student Record Collection-SPRING 2006-2007 KG FTE Position

Report of March 31, 2007 Average Daily Membership (ADM) Kindergarten Adjustment

Only licensed teachers (regardless of fund source) can be included as instructional kindergarten positions for purposes of calculating Adjusted ADM. In addition, school divisions may only include resource teachers on an FTE basis using the percentage of time spent with kindergarten students. School divisions may not include teacher aides. Guidance Counselors and Librarians may not be counted as resource teachers. Resource teachers which may be counted include art, music, physical education, technology, remedial, gifted, math, reading, special education, and ESL resource teachers.

Number of full-time equivalent (FTE) instructional Kindergarten positions for Full-day programs

Number of full-time equivalent (FTE) instructional Kindergarten positions for Half-day programs

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Spring Institution Level Miscellaneous

■ Number of Days School was in Session

Required: Spring, **Format:** numeric **Maximum Length:** 12 **Level:** School

Enter the number of days in session by school. This is required to calculate March 31 and End-of-Year ADA and ADM. It can not exceed the number of days entered on the school calendar.

Division Reset

DIVISION DEFAULT (caution: changing this will reset all schools) [Edit](#)

School Number	School Name	Days in Session	
0310	ALLEGHANY HIGH	<input type="text" value="133"/>	Edit
0280	BOILING SPRING ELEM	<input type="text" value="133"/>	Edit
0110	CALLAGHAN ELEM	<input type="text" value="133"/>	Edit
1040	CLIFTON MIDDLE	<input type="text" value="133"/>	Edit
0020	FALLING SPRING ELEM	<input type="text" value="133"/>	Edit
1041	MT. VIEW ELEM.	<input type="text" value="133"/>	Edit
0090	SHARON ELEM	<input type="text" value="133"/>	Edit

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End of Year Institution Level Miscellaneous

■ Number of Days School was in Session

Required: EOY **Format:** numeric **Maximum Length:** 12 **Level:** School

Enter the number of days in session by school. This is required to calculate March 31 and End-of-Year ADA and ADM. It can not exceed the number of days entered on the school calendar.

[Logout](#)

Student Record Collection-EOY 2006-2007 Days in Session

End-of-Year 2006-2007 Miscellaneous Aggregate Statistics

DIVISION DEFAULT (caution: changing this will reset all schools) [Edit](#)

Institution Num	Institution Name	Days in Session	
0300	CENTRAL ELEM.	<input type="text" value="180"/>	Edit
0270	COLUMBIA DIST. ELEM.	<input type="text" value="180"/>	Edit
0290	CUNNINGHAM DIST. ELEM.	<input type="text" value="180"/>	Edit
0260	FLUVANNA COUNTY HIGH	<input type="text" value="180"/>	Edit
0020	FLUVANNA MIDDLE	<input type="text" value="180"/>	Edit

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■ Number of Instructional Hours

Required: EOY **Format:** numeric **Maximum Length:** 12 **Level:** School

[Section 22.1-98](#), Code of Virginia, paragraph J, requires that the division superintendent and local school board chairman certify the total number of teaching days and teaching hours in each school year. This certification information will be included in the Board of Education's annual report, as required by [Section 22.1-81](#), Code of Virginia.

End-of-Year 2006-2007 Miscellaneous Aggregate Statistics

	Elementary	Middle	High	Combined	
DIVISION DEFAULT	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Edit

Institution Num	Institution Name	Instructional Hours	
0040	CLINCHCO ELEM.	<input type="text" value="0"/>	Edit
0020	CLINTWOOD ELEM.	<input type="text" value="0"/>	Edit
0271	CLINTWOOD HIGH	<input type="text" value="0"/>	Edit
0530	ERVINTON ELEM.	<input type="text" value="0"/>	Edit
0840	ERVINTON HIGH	<input type="text" value="0"/>	Edit
0120	HAYSI HIGH	<input type="text" value="0"/>	Edit
0850	LONGS FORK ELEM.	<input type="text" value="0"/>	Edit
0860	SANDLICK ELEM.	<input type="text" value="0"/>	Edit

Summer Division Level Miscellaneous

■ Aggregate days class attendance (day present) for summer term

Required: SUM **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the summer school aggregate days attendance for the division. Count each student once for each session enrolled.

■ **Average daily class attendance (ADA) for summer term**

Required: SUM **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the summer school ADA for the division.

Summer school average daily attendance (ADA) for the division is determined by: 1.) calculating ADA for each class; 2.) summing ADA across all classes in each school; and 3.) summing ADA across all schools in the division. Class ADA is calculated by dividing the aggregate days attendance (total days present) by the number of days the class is in session. When a pupil is enrolled in more than one class, days present should be counted only in one class each day.

Summer of School Year 2006-2007 Miscellaneous Aggregate Statistics	
Summer School Average Daily Class Attendance: Summer 2007	
Aggregate days class attendance for summer term 2007 (duplicated count)	0
Average daily class attendance (ADA) for summer term 2007 (sum the ADA for each school and round to the nearest whole number)	0
	Edit

The Summer School ADA Report calculates an Average Days in Session.

Division Level Report of Summer School Average Daily Class Attendance			
Aggregate days attendance (days present) for summer term 2006:	<input type="text" value="6,643.0"/>		
Average daily attendance (ADA) for summer term 2006:	<input type="text" value="421.0"/>		
Average Days in Session:	<input type="text" value="20.2"/>		
Division Level Report of Summer School Average Daily Class Attendance comparison to Past Year			
	2005 - 2006 Totals	2004 - 2005 Totals	% Change
Aggregate days attendance (days present) for summer term:	<input type="text" value="6,643.0"/>	<input type="text" value="6,702.0"/>	<input type="text" value="-.88"/>
Average daily attendance (ADA) for summer term:	<input type="text" value="421.0"/>	<input type="text" value="436.0"/>	<input type="text" value="-3.22"/>